VACANCY NOTICES

BACKGROUND

The current Agency-wide vacancy notice system was implemented 11 January 1973 as an adaptation of systems then in use in the Directorate. It was designed as a voluntary system to promote optimum use of existing manpower resources and to make information about assignment opportunities available to as many employees as possible. This system is meant to complement the Career Service personnel development system and, with the Agency's assignment policy as published in [   ] cover the primary STATINTL facets of an assignment system: the needs of the Agency, the needs and career aspirations of the employee, and developmental opportunities. Components may, at their discretion, advertise within the component only, within the Directorate only or Agency-wide, or all three in that order.

PROCEDURE

When an office decides to advertise Agency-wide, the information con-- cerning the vacancy is prepared within the component and submitted to the Office of Personnel for review and publication. Distribution is made to 73 mailing points in the Agency in numbers ranging from one to thirty copies. Interested employees who meet the qualifications outlined may then submit their applications through their own personnel officers to the Office of Personnel, or directly to the advertising component for clerical vacancies. The components then deal directly with the employee who has applied, or his/her personnel officer, to arrange interviews if they wish

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(interviews are not mandatory). If a selection is made, the component again
deals directly with the employee's component to arrange release dates.
Employees who are not selected are notified by means of "reject letters"
prepared either by the component or the Professional Placement Branch/SPD.

AVAILABILITY OF NOTICES

According to a June 1976 survey conducted by OP/PPB, 38 Agency com-
ponents advised that vacancy notices are either posted in a central location,
circulated to sections, circulated to each employee, or a combination of
all three. In addition, each component maintains a three-ring binder
containing current vacancy notices for review by their employees. The
individual notices are also available for review in the Headquarters Library
and in Rooms 332 and 836 Ames Building. At least once a month, a listing of
the current notices is posted on seven official bulletin boards in the
Agency buildings to allow employees to determine if they wish to review
the notice itself. Pertinent facts which might affect their decision are
included to the extent that the Office of Security allows. The locations
of the non-component books are also included on the bulletin board listing.
In order to assist the Library and the components in keeping their books
up to date, OP/PPB provides them with a listing of active notices and
periodically sends out a listing of closed notices.

SUPPLEMENTAL INFORMATION

- grades of positions advertised range from GS-04 to SPS.
- include contract, part-time, Wage Board.
- number of vacancy notices published Agency-wide has in-
   creased since 1973 (67 notices) to 241 in 1976, with the
   exception of 1975 (164) when fewer notices were published
   than in 1974 (182).

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- the number of employees applying increased, from approximately 225 in 1973 to 1,437 in 1976 (a 640% increase over 1973).

- the total number of positions filled by employees outside the advertising component also has increased - from 54% in 1973 to 70% in 1976, with 1975 seeing 82% filled from outside the advertising component.

- the average percentage of vacancies being filled from outside the advertising component in the 4 years of its existence is 64%.

- as of 10 November 1977, 230 notices have been published this year (211 at the same time in 1976); 1,321 have applied; and 84 of 113 have been filled from the outside the advertising component, representing 75%.

(two charts attached)

RECOMMENDATION

If "Personnel Director's Control" means that the Office of Personnel would be required to advertise and select employees for every vacancy, it would be our recommendation that this should not be done. The idea is not feasible for several reasons:

a) There is no way for the Office of Personnel to determine true vacancies in components. Empty slots on the Staffing Complement, which, of course, could be pulled out of the computer, are not necessarily vacancies.

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b) In order to determine which positions are true vacancies, to write the notices, to review the files and make selections, an increase in the D/Pers' ceiling and the establishment of a special Branch to handle the system would be necessary.

c) Such centralized handling would have an extremely negative impact on the career planning, upward mobility and other formalized career development programs and impinge on the manager's ongoing responsibility for personnel management.

d) Career service planning mechanisms involving competitive evaluations, training for future jobs, resolutions of PRA situations, promotions, assignments to fill critical needs or unexpected requirements, program or project changes requiring immediate action would be seriously affected or even nullified by such a centrally-controlled, mandatory system.

If, however, "Personnel Director's Control" means that the Office of Personnel would monitor and publish vacancy notices for those vacancies components decide, within their managerial prerogratives, to advertise, we are already doing that.

IV. Employee Information

(a) Newsletter

The issuance of an Agency newsletter along the lines used in many Federal agencies, the Armed Service, and private organizations would pose security problems, especially for Agency employees under cover.

The Administration Directorate (DDA Exchange) and several sub-components utilize informational newsletter-type publications which are well received by personnel within those components.

The current DCI's "Notes from the Director" is informative and appreciated by employees throughout the Agency.

Other informational publications currently used within the Agency are:

(a) Career Service Handbooks, available to all members of a particular service, which provides detailed information on their employee development program, panel structures, methodology for competitive evaluation, ranking, promotion, selection for training, etc.

(b) Employee Bulletins advising all employees of current policies, the benefits program, employee services available, etc.

(c) Special pamphlets, booklets and Notices for employee information on particular subjects of interest such as V.I.P. program, the Retirement program, Insurance program, etc.